



# UNITED STATES MARINE CORPS

COMMANDING OFFICER  
MARINE AVIATION TRAINING SUPPORT GROUP  
700 AVENGER AVENUE  
LEMOORE, CA 93246-5016

GruO 5214.1A  
ADMIN  
12 Feb 97

## GROUP ORDER 5214.1A

From: Commanding Officer  
To: Distribution List

Subj: RECORDS MANAGEMENT PROGRAM

Ref: (a) MCO 5213.7C  
(b) MCO 5214.2D

Encl: (1) List of locally produced forms  
(2) List of recurring reports

1. Purpose. To implement this unit's policy and provide guidance for the production and management of locally produced forms. Establish and maintain a continuing and systematic submission of required reports by this command.

### 2. Information

a. Reference (a) identifies forms management as an element of the Records Management and requires each unit to establish and maintain a continuous forms management program utilized by this command. Reference (B) sets forth policy and guidance for the management of recurring reports.

b. Enclosure (1) list all locally produced forms utilized by this command. Enclosure (2) provides a list of all recurring reports required to be submitted by this command.

### 3. Action

a. Adjutant. Monitor the use and need for all locally produced forms listed in enclosure (1) on a continuing basis. In addition, monitor and ensure timely submission of the reports listed in enclosure (2).

b. Staff Sections. Utilize the forms identified in enclosure (1), and notify the Adjutant when a new form is produced or an old form is cancelled. Prepare reports required and listed in enclosure (2) and deliver them to the Adjutant at least five days prior to due date.

  
N. G. SCHLAICH

Distribution: A



FORMS MANAGEMENT

1. The following is a list of locally produced and used forms:

- CO a. Consent to Search
- CO b. Record of Authorization for Search
- CO c. Report of Seized Property
- CO d. Request for Authorization to Conduct a Search and Seizure
- SGTMAJ e. Request Mast
- ADMIN f. Advance Pay Certification/Authorization
- ADMIN g. BAQ/VHA Own-Right Form (Officers)
- ADMIN h. Casualty Reporting Contact List
- ADMIN i. Casualty Affairs Officer's Checklist in Cases of Death
- ADMIN j. Casualty Affairs Officer's Checklist in Cases of Serious Injury
- ADMIN k. Computation of Advance Pay for Permanent Change of Station
- ADMIN l. MATSG Enlisted/Officer Check In/Out Sheet & Information Sheet
- ADMIN m. MATSG Internal Admin Office Check-In Checklist
- ADMIN n. Morning Report
- ADMIN o. NJP Checklist
- ADMIN p. PCS Information Sheet
- ADMIN q. Permanent Change of Station Checklist
- ADMIN r. Pregnancy Separation Checklist
- ADMIN s. Receipt of Information Form
- ADMIN t. Sponsorship Request Form
- ADMIN u. Travel Itinerary
- ADMIN v. Security Checklist
- ADMIN w. Discrepancy Worksheet
- ADMIN x. Request for Legal Services
- SUPPLY y. Request for Supplies
- SUPPLY z. PSE Room Inventory
- CARPLAN aa. Reenlistment/Extension of Enlistment Recommendation Request
- CARPLAN ab. RELM Request Submission Data



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<u>Section</u>	<u>RCS</u>	<u>Title</u>	<u>Req Dir</u>	<u>Frequency</u>
CO	CO-5400-01	Nav/MC LOA	CO, MATSG	Annual
XO	MC-1540-03	RAC Report	MCO 1540.32A	Monthly
XO	MC-5750-06	Command Chronology	MCO P5750.1F	Annual
Admin	MC-5354-01	Annual Equal Opportunity Data Summary	MCO P5354.1C	Annual
Admin	DN-5210-13	Review of Records Dispo Instr	MCO 5210.11	Biannual
Admin	DN-5214-01	Review of Recurring Reports Required by USMC	MCO 5214.2D	Annual
Admin	DN-1621-04	Notification of Suspected Officer Misconduct	MCO P5800.8B	As Reqd
Admin	DN-5810-03	Statistical Report CM/NJP	JAGINST 5800.7B	Annual
Admin	DD-5800-01	Declaration of Desertion	MCO P5800.8B	As Reqd
Admin	DD-5800-04	Return of Absentee/ Deserter	MCO P5800.8B	As Reqd
Admin	MC-1610-01	Marines Arrested by Civil Authorities	MCO P5800.8B	As Reqd
Admin	MC-1621-03	UA Officer	MCO P5800.8B	As Reqd
Admin	DD-3040-02	Personal Casualty Report	MCO P3040.4C	As Reqd
Admin	DD-5211-01	Privacy Act	MCO P5211.2A	Annual
Admin	DD-5720-25	FOIA	MCO 5720.56A	Annual
Admin	CO-1080-01	Morning Rpt	MCO P5000.14B	Daily

ENCLOSURE (2)

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Admin	CO-1400-01	Merit Prom Nom	MCO P1400.29A	Qtrly
Admin	CO-1080-02	Alpha Roster	MCO P1080.20K	Weekly
Admin		CM/NJP Report	MCO P5800.8	Qtrly
Trng	MC-1540-09	LSO Status	MCO 1540.32A	
Trng	MC-6100-03	Wt Cntl/Mil Ap	MCO 6100.10B	Monthly
Trng	DD-1742-03	Voting Asst Prog	MCBul 1742	As Reqd
Supply	DD-5300-05	Drug/Alcohol Abuse Awareness Edu or Rehab Programs	MCO P5300.12	As Reqd
Supply	DD-5355-06	Urinalysis Testing for Drug Abuse	MCO P5300.12	As Reqd
Supply	DD-5100-02	Mishap Injury Rpt	MCO 5101.8D	As Reqd
Supply	DD-5102-02	Mishap Summary	MCO P5102.1	Qtrly
Supply	DD-4340-01B	MLSR	MCO P4340.1	As Reqd
Supply	LE-7220-01	Ration Report	NASL	Monthly
Supply	LE-7301-01	MWR Report	NASL	Qtrly
Supply	MC-7301-01	Status of OpTar	MCO P7300.8D	Qtrly/ Monthly
Supply	CO-4400-01	Non T/E List	UM 4400.15	Qtrly
Supply	DN-7301-01	OpTar Budget	MCO P7300.8D	Annual
Supply	CO-1500-01	ISSA	CO, MATSG ltr 1500	TriAnn
CarPlan	MC-1040-02	Enlisted Career	MCO P1040.31F	Monthly

ENCLOSURE (2)